

**+UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
PARENT & FAMILY ADVISORY COUNCIL (PFAC)
OPERATING GUIDELINES AND BY-LAWS**

The Mission of the Parent & Family Advisory Council

The mission of the Parent & Family Advisory Council (PFAC) is to strengthen the quality of the UNCG educational experience by promoting communication, inspiring good will and support for the University, and enhancing high quality programs and educational opportunities for students.

The Council endeavors to enhance the awareness of parents and family members and promote their active involvement in the life of the University. The Council seeks to advance the mission of the University by fostering interaction and mutual support between the University and parents and family members.

PFAC functions as a liaison between the University and all UNCG parents and family members. The Council serves the University in various advisory and supportive roles, but does not attempt to formulate policy for the University.

PFAC's primary objectives are to:

- Provide input and feedback to UNCG;
- Serve as volunteers at UNCG events as requested;
- Contribute to publications for UNCG parents and families;
- Assist with raising funds for special initiatives;
- Assist in building affinity and support for UNCG among parents and family members;
- Gather feedback and input from other UNCG parents and family members;
- Recruit new members to join PFAC; and,
- Encourage parent/family member involvement at University programs and events.

The Mission of the Division of Student Affairs

The Division of Student Affairs encourages students to be engaged citizens through enriching their personal and professional development in a diverse and inclusive community of care.

Division Goals

ENGAGE:

- Collaborate to create a vibrant student-centered environment supporting student learning, engagement, service, and leadership while preparing students to contribute to a global society.

EMPOWER:

- Create a culture of care and support for all students which empowers them to take an active and influential role in their collegiate experience.

ENRICH:

- Cultivate opportunities to enrich the student experience and the University's rich traditions in celebration of diversity, service, life-long learning and Spartan Pride!
- Serve as wise stewards of University resources.
- Promote parent and family member involvement.

I. Name

- A. The name of this organization is the Parent & Family Advisory Council, hereafter called PFAC or the Council. It is located within the Division of Student Affairs office at the University of North Carolina at Greensboro. PFAC works with and reports to the designee of the Vice Chancellor for Student Affairs hereafter called UNCG staff member(s). The organization is anchored at the following address:
- UNC Greensboro
Division of Student Affairs
P.O. Box 26170
Greensboro, NC 27402
(336) 334-5099
families@uncg.edu
- B. PFAC is a parent and family unit within UNCG and does not maintain membership or affiliation with any other national or university level parent group or organization.

II. Purposes

- A. The purposes of the Council shall be to:
1. Provide the University with an unique perspective from parents and families of students of the institution and its functions.
 2. Establish a partnership role with the University and seek to provide students with the skills, knowledge, and resources necessary for them to take full advantage of the educational opportunities at UNCG.
 3. Serve as an advisory body to those components of UNCG seeking involvement of the families of students, as consultants to current student families, and families of prospective students who are formulating postsecondary education plans.
 4. Promote social interaction among students' families.
 5. Assist with fundraising activities in support of the University mission and the work of PFAC and the Division of Student Affairs.
 6. Support events coordinated by UNCG to further enhance the student-parent-university relationship.

III. Membership

- A. Membership in PFAC is open to parents, guardians, and family members of current UNCG students who wish to volunteer their time or effort to enhance the student experience at UNCG.
- B. To ensure continuity, existing PFAC members may volunteer to extend their membership on the Council up to one (1) year after their student's graduation. They are not subject to voting rights and are not responsible for paying the annual dues.
- C. Eligible parents, guardians, and family members can submit an application to join PFAC to the UNCG staff member. Applications are due in August and new members are notified by the UNCG staff member prior to the first Fall Meeting of the year.
1. Membership Selection
 1. The Membership Committee will review the application criteria and any submitted applications along with the UNCG staff member. The UNCG staff member manages the logistics of the application form.

- i. The Membership Committee can add members throughout the year following the August deadline should any vacancies become available on the Council.
 - ii. Membership in PFAC shall begin immediately upon notification from the UNCG staff member and will run one academic year.
2. The collective membership shall be representative of the diverse backgrounds that make up the UNCG campus culture with attention given to selection criteria such as but not limited to:
 - i. Representation from undergraduate and graduate classes;
 - ii. Representation from traditional family members including biological and adoptive parents;
 - iii. Representation from non-traditional family members that an undergraduate/graduate student defines as family including grandparents, aunts/uncles, foster family members, spouses/partners, etc.;
 - iv. Representation from parent and family members of transfer and/or adult students.
3. Membership Acceptance
 - i. Accepted members agree to make an annual contribution through the Spartan Families Fund for each academic year a member is serving on PFAC. The amount shall be determined each academic year and communicated to all new and returning members. Contributions are requested to be paid as early as possible in the academic year, but should be paid prior to the end of the Spring semester. Members unable to meet the full contribution will not be precluded from PFAC membership and should confidentially notify the UNCG Staff Member.
4. Ongoing Membership Requirements
 - i. Membership may be renewed each academic year providing the member remains in good standing by:
 - a. Fulfilling financial obligations to the Spartan Families Fund as described in section 3.i above. Renewing members must fulfill their fiscal contributions by the 15th of November.
 - ii. Having an undergraduate/graduate student family member enrolled at UNCG.
 - iii. Attend a minimum of 50% of the scheduled meetings in the academic year. A member may substitute meeting attendance through attendance at another function (e.g. SOAR orientation, Chill Zone, Family Weekend) if extenuating circumstances prevent attendance for the required minimum meetings.
 - a. Notification of non-attendance to the UNCG staff member is required if members are unable to attend. Non-attendance at less than 50% of the scheduled meetings during the year is cause for review of membership by the Membership Committee.
 - b. Serving on at least one committee and meeting those attendance requirements.

- b. A member may be removed from PFAC if they fail to meet the above expectations following a review by the Membership Committee. Prior to removal from the Council, members will be sent a notice by the UNCG staff member that details what requirement(s) have not been fulfilled by the PFAC member. Members will receive a Requirement Standing Reminder by the 15th of December as a mid-year update about completed and missing requirements. The final notice for outstanding requirements will be sent following the first meeting of the spring semester with a 30 day deadline (or earlier per the Membership Committee's discretion) to advise about completion of requirements or resignation from PFAC.

IV. Council

- A. **Members:** Each member of PFAC will be granted voting rights to any items brought forth at Council meetings. The Executive Board in partnership with the UNCG staff member will lead the direction of PFAC.
- B. **Meetings:** There shall be a minimum **two** regular meetings of the Council each year, which can happen in-person or virtually. The schedule for regular meetings will be determined by the Council and its Executive Board in collaboration with the UNCG staff member. Meetings may be combined with other events, such as Family Weekend. The Executive Board in conjunction with the UNCG staff member can call additional meetings at their discretion throughout the academic year as needed to provide support for any initiatives of the Council.
- C. **Procedures:** The Council and UNCG staff member may update and adopt operational guidelines to best support the mission of PFAC.
- D. **Voting:** All actions of PFAC shall be determined by a majority vote. A majority vote is defined as half plus one of all members of the Council present at a regular meeting of the Council. A record of such votes shall be made and ratified at the next regular meeting.
- E. **Financial Oversight:** Financial oversight of the Council's annual budget will be led by the Division of Student Affairs' Financial Officer in conjunction with the UNCG staff member.

V. The Executive Board

- A. The Executive Board of PFAC shall consist of the Chair, Vice-Chair, and Committee Chairs. The committee chair position may be held by one person or two persons.
- B. **Eligibility:** All members in good standing of PFAC are eligible to hold an Executive Board position.
- C. **Terms of Office:** All Executive Board members will serve for **one** year, unless reelected, resigned, or removed from office. The terms of office will begin in the Fall following the election to office at the Spring meeting.
- D. **Duties of Executive Board:** The Executive Board and the UNCG Staff Member shall meet per a mutually agreed upon schedule to carry out the mission and goals of the Council.
 - a. **Chair:** The duties of the Chair shall be those pertaining to such an office. Additionally, the Chair will have the following responsibilities:
 - i. Serve as the official representative of PFAC.
 - ii. Preside over all regular and training meetings.
 - b. **Vice-Chair:** The duties of the Vice-Chair shall be to assist the Chair in all duties of the Chair and to perform the duties of the Chair incumbent upon the Chair during his or

her absence. If the Chair is unable to complete his or her full term, the Vice-Chair will assume the role of Chair for the remainder of the unexpired term.

- c. **Committee Chairs:** The duties of Committee Chairs shall be planning, overseeing and coordinating the members of its committee. Additionally, Committee Chairs serve as the representative of the committee at the Executive Board meetings and are responsible for sharing progress and feedback to the Executive Board.
- E. **Elections of Executive Board:** The Council shall nominate and elect candidates to fill the Chair, Vice-Chair and Committee Chair positions. A candidate for any of these positions must receive a majority of votes cast by the Council members in attendance. Voting shall occur during the Spring meeting with assumption of duties assigned beginning immediately. A transition from the incumbent to incoming Executive Board will occur at a mutually agreeable time, but no later than the beginning of the Fall semester. Vacant positions can be elected by majority vote at any subsequent meeting if needed.
- F. **Election Coordination:** The UNCG staff member shall oversee the election process.
 - a. Nominations for the Chair, Vice-Chair, and Committee Chair(s) are to be submitted to the UNCG staff member no less than **fifteen** days prior to the meeting at which elections will occur.
 - b. Election of all aforementioned officers will occur during a meeting in the Spring semester, as agreed to by the Executive Board and the UNCG staff member. The UNCG staff member will notify the elected Board and PFAC membership.
- G. **Removal of Executive Board Members:** Any Executive Board member may be removed for cause by a two-thirds vote of the entire Council. The Executive Board member in question must be notified in writing by the Chair (or UNCG Staff Member as appropriate) no less than thirty days prior to a regular meeting, of such charges as may be preferred by a majority of the Council and it be further provided that he or she be permitted to appear before the Council in his or her own defense. Failure of any officer to attend consecutive regular meetings of the Council shall be deemed a resignation if accepted by the majority of the Council. Should any resignation be tendered by an Executive Board member, he or she must notify either the Chair or UNCG staff member of their decision.
- H. **Vacancies of Executive Board:** With the exception of the Chair, vacancies for the Vice-Chair will be filled by appointment by the Chair for the position's remaining term. Committee Chair vacancies will be filled by a member of the committee for the remaining duration of the term as appointed by the Chair. In the event of a vacancy of the Chair, the UNCG staff member will appoint a current PFAC member for a specified amount of time and at their discretion.

VI. Standing Committees

- A. There will be as many committees as required to carry out the mission and goals of the PFAC. The addition of standing or temporary committees shall be approved by the UNCG staff member as the need arises or following a recommendation from PFAC.
- B. Standing Committees include the following:
 1. **Outreach and Engagement Committee:** Determines and plans PFAC promotional events including:
 - a. Coordinating PFAC volunteers for any UNCG events such as SOAR sessions and Admission events;

- b. Supporting any Fundraising Committee events and initiatives as relevant;
 - c. Identifying new events to promote PFAC throughout the academic year;
 - d. Determining ways to engage and inform parents through mechanisms such as UNCG websites, newsletter articles, events, and social media.
2. Membership Committee: Serves the administrative side with the UNCG Staff Member of PFAC by:
 - a. Maintaining, updating, and proposing new operating Guideline amendments as relevant;
 - b. Maintaining and updating membership rosters and monitoring compliance of regulations of members;
 - c. Maintaining and updating new membership applications;
 - d. Reviewing new member applications;
 - e. Creating and maintaining New Member training materials (and workshops, if relevant).
 3. Fundraising Committee: Determines fundraising events and other initiatives throughout the academic year to support the Spartans Families Fund.
 - a. Setting annual fundraising goals;
 - b. Partnering with the UNCG staff member to identify fundraising opportunities within UNCG's guidance and policies;
 - c. Leveraging existing UNCG Advancement resources such as giving platforms and the annual Giving Days.
 4. Scholarship Committee: Stewards the guidelines of the PFAC Scholarship by:
 - a. Reviewing annually the guidelines and requirements of the PFAC Scholarship;
 - b. Determining amount awarded to awardees in conjunction with the Financial Officer based on funds available;
 - c. Reviewing applications with campus partners.
 5. Grant Committee: Stewards the guidelines and requirements of the Spartan Families Grant process by:
 - a. Reviewing annually the guidelines and requirements for the Spartan Families grant process;
 - b. Selecting the annual grant recipients;
 - c. Working with the UNCG staff member to ensure funds are transferred to the appropriate recipient(s);
 - d. Ensure that recipients provide stewardship reports to the Council in a timely manner as to how the funds were used.

VII. UNCG Staff Member

- A. The UNCG staff member(s) will be a staff member of the Division of Student Affairs whose purpose will be to advise and provide support for the business of the Council. The UNCG staff member shall be an ex-officio member of the Council. The functions of the UNCG staff member are as follows:
 - a. Serve PFAC in an advisory capacity;
 - b. Serve as a campus liaison for PFAC with campus partners for any initiatives identified by either PFAC or campus partners;

- c. Provide logistical support;
- d. Steward the Spartan Families Fund;
- e. Serve or identify designee to serve as note taker for regular meetings.

VIII. Allocation Process

- A. PFAC runs on an academic year rotation beginning with opening during the fall semester and ending with Commencement in the Spring Semester. As needed, PFAC members may serve during the summer to support SOAR and/or other recruitment efforts.
- B. Contributions are made to the Spartan Families Fund by UNCG parents and family members and friends to PFAC.
- C. Areas of PFAC financial support include but are not limited to:
 - a. PFAC Scholarship(s): PFAC Scholarships recognize students who have inspired good will and support for UNCG in the larger Greensboro community.
 - b. Various other programs/initiatives across the Division of Student Affairs that enhance the student experience at UNCG.
- D. During a Fall meeting, and prior to semester end, money raised through the Spartan Families Fund are allocated with first priority to the programs above with other funds allocated to other programs and initiatives as available and voted on for recommendation by the Council. (Note: The Vice Chancellor for Student Affairs must approve all allocations before they are awarded.)

IX. Adoptions and Amendments

- A. The PFAC Operating Guidelines & Bylaws may be amended or repealed by the PFAC membership upon consultation with the UNCG staff member.
- B. The Operating Guidelines & Bylaws may be amended or repealed at any regular meeting of PFAC as requested by PFAC or the UNCG staff member to address changing circumstances. The membership present at such a meeting shall constitute the quorum to adopt amendment to the Operating Guidelines. (Note: members not present at the meeting can submit electronic votes to the PFAC Chair and/or UNCG Staff Member).
- C. Notice of the amendments shall be given at the previous meeting or through communication to the PFAC membership no less than ten (10) days prior to the meeting at which the amendment is to be voted upon.

END OF PFAC OPERATING GUIDELINES

History of PFAC Operating Guidelines:

2003 October 03	UNCG Parent/Family Association Operating Guidelines created
2010 February 03	Operating Guidelines draft Amendment developed for review & approval
2010 September	Operating Guidelines Amendment of 2010 February APPROVED
2014 March	Operating Guidelines draft Amendment developed for review & approval
2014 December	Operating Guidelines final draft Amendment developed for review & approval
2015 February	Operating Guidelines APPROVED by PFAC Board
2016 March	Operating Guidelines draft Amendment developed for review & approval
2016 August	Operating Guidelines draft Amendment developed for review & approval
2017 April	Operating Guidelines draft developed for review and approval
2022 April	Operating Guidelines draft developed for review and approved
2023 April	Operating Guidelines draft developed for review and approved